

LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS

Minutes of Special Workshop Meeting held November 25, 2003

A workshop meeting of the Board of Supervisors of Lower Paxton Township was called to order at 6:03 p.m. by Chairman William B. Hawk on the above date in the Lower Paxton Township Municipal Building, 75 South Houcks Road, Harrisburg, Pennsylvania.

Supervisors present in addition to Mr. Hawk were William C. Seeds, Sr., William L. Hornung, Gary A. Crissman, and David A. Blain.

Also in attendance were George Wolfe, Township Manager; Donna G. Speakman, Finance Director; and Brian Luetchford, Parks and Recreation Director.

Pledge of Allegiance

Mr. Blain led the recitation of the Pledge of Allegiance.

Public Comment

There was no public comment.

Action on Bids for Security System at New Building

Mr. Hawk explained that the Board of Supervisors needed to vote on the bids received for the security and access system for the new Township Center.

Mr. Wolfe explained that the members received a memorandum showing the six bids received for the security and access system for the new municipal center. He explained that the purpose for the new security system was two-fold; firstly, to control electronic access to 15 doors, and secondly to provide a camera system which would afford two or three cameras on the

administrative floor, as well as cameras in each holding cell, a camera for the evidence area, and a camera for the interview rooms.

Mr. Wolfe explained that the low bid was submitted by Intellimation in the amount of \$30,719.83. He reported that this bid met the Township's specifications, and after meeting with Intellimation, the staff found this bid to be very acceptable. He noted that it was staff's recommendation to award the bid to Intellimation for the access and security system for the new building. Mr. Wolfe noted that this was a General Improvement Fund budget item.

Mr. Blain questioned how the access would work for this system. Mr. Wolfe explained that access could be gained by a fob or a card. He noted that the Township currently uses a gasoline card for Township Employees which also functions as an identification card, and this would be used for all three tasks. Mr. Wolfe noted that that the system would be multi-functional for access; allowing access by way of a card to an outside group which would only permit access on a specific day and time. He noted that groups could keep the card, and access could be programmed for a year at a time. He noted that employees' access would be programmed for the building as well.

Mr. Wolfe noted that that camera system would be a round dome-type system, the size of a smoke detector. He noted that cameras would be installed inside and outside of the Police Department to monitor the area where police vehicles are parked, and prisoners are brought into the building. In addition, there would be cameras in the public access areas for the administrative floor in the area of the Board Room, or the main hallway access to the Capital Area Tax Collection Bureau.

Mr. Seeds questioned if Mr. McCormack submitted a bid for this system. Mr. Wolfe explained, that at a prior workshop meeting, Mr. McCormack submitted a bid for the phone

system. He noted that he represented Sage Technologies, and that they submitted a bid for this system as well, but their bid was much higher. Mr. Seeds noted that Sage Technologies' bids were for more than was requested.

Mr. Wolfe noted that the current marketing systems do far more than the Township's requirements for electronic door access and recording camera devices. He noted that most systems do much more than these two items, and he reported that the Intellimation system would allow the Township to assign an IP address, an internet address to a camera, and it could be broadcast to the Township's system through the internet. He explained that a camera could be added to the fueling island at the Public Works Department.

Mr. Hawk noted that Sage's bid was for \$20,000 more. Mr. Crissman noted that the Township must go with the business that meets the bid's specifications.

Mr. Wolfe noted that Intellimation is a subcontractor, to Lobar, for some of the building, as it exists at this time.

Mr. Blain questioned what technical support would be provided by Intellimation in the event the system would fail. Mr. Luetchford explained that they have the contract for computerization for the HVAC system at the FCC, and their response time is normally within the same day. Mr. Wolfe noted that the bid requirements did not specify response time due to the availability of key access in event of a system failure. He noted that the Township could function without the use of the cameras as well. Mr. Hawk questioned if the Township would need to purchase a maintenance contract. Mr. Wolfe noted that the company is offering one, but the Township is not considering it at this time. Mr. Hawk noted that there should be a warranty for the first year at least.

Mr. Crissman made a motion to award the bid to Intellimation in the amount of \$30,719.83 for the access and security system. Mr. Blain seconded the motion, the motion carried unanimously.

With there being no further business, Mr. Crissman made a motion to adjourn the meeting, and Mr. Blain seconded the motion. The meeting adjourned at 6:14 p.m.

Respectfully submitted,

Maureen Heberle

Approved by,

Gary A. Crissman
Township Secretary